

# Kinship Care Eligibility – Initial Determinations

The Kinship Care Eligibility page allows workers to create and view all Kinship Care applications, redeterminations, and appeals in a centralized location within eWiSACWIS. To access the page, click on the Kinship Care item under the home provider and then click on the [Kinship Care Eligibility](#) hyperlink.

Providers

Filter by:

☐ Date restricted

☐ Not approved/cancelled

Providers: 216

☐ Multiselect

[Create provider work](#)

[Create private provider](#)

Abby, Alice (9222346) Restricted Provider

Provider details:

Kinship Care Home Level 3

License status: Pending

Des: Milwaukee

Provider address:

456 session 456

Baraboo, WI 50707 (Dane County)

Primary worker/licensor:

Cake, Caitlin C.

(123) 456-7890 Ext. 1234

[ccake@wisconsin.gov](mailto:ccake@wisconsin.gov)

Actions:

Please select an action ▾

View provider information

Assignments

Kinship Care

Parent Agency

Background Checks

Licenses

Placements

Basic

Members

Provider Services

Home Inquiries

Narratives

Services

Kinship Care

[Kinship Care Eligibility](#)

[Images \(4\)](#)

The page can also be accessed by clicking on the Eligibility item under each case where the child is an active participant.

Badger, Bucky (9222456)

Case details:

Child Welfare & Youth Justice

Washburn - Shell Lake

Open OHP exists for associated participant(s)

Case address:

C/O: Jim Leonard

1934 Jumparound Dr.

Madison, WI 53701

Primary worker:

Cake, Caitlin C.

(123) 456-7890 Ext. 1234

[ccake@wisconsin.gov](mailto:ccake@wisconsin.gov)

Actions:

Please select an action ▾

View case information

Access Reports

Case/Permanency Plan

ICWA

Placements

Assets and Income

Child/Youth Images

Legal

Planning

Assignments

Education

Payments

Related People

Background Checks

Eligibility

Permanency Consultation

Services

Eligibility

Kinship Care Eligibility

[Medicaid Eligibility Determination](#)

[Medicaid Eligibility Determination](#)

[Medicaid Eligibility Determination](#)

10/16/2020

04/20/2020

05/27/2009

06/11/2008

Abby, Alice

Badger, Becky

AAmishhdtf, Rebecca

Badger, Bucky A.

Pending

Approved

Approved

Pending

**Note:** If the page does not already exist under the home provider, it can be created via the Create Provider Work page.

The page includes three tabs: Initial Eligibility, Redeterminations and Appeals.

February 2023

1

Basic

Provider: [Alice Abby \(9222346\)](#)

Kinship Worker: Caitlin C. Cake

Designated County: Milwaukee

Initial Eligibility

Redeterminations

Appeals

Kinship Care Child(ren)

Child Name	DOB	Age	Kinship Type	Eligibility Status	Begin Date	Kinship County	
Aardvark, Alan (9227019)	01/01/2010	10	LTKC	Pending		Milwaukee	<a href="#">Edit</a>
Aardvark, Adam A. (9227179)	05/16/2004	16	VOLKC	Eligible		Milwaukee	<a href="#">View</a>
Badger, BooBoo (9229836)	07/01/2016	4	COKC	Eligible	06/01/2019	Milwaukee	<a href="#">View</a>
Duck, Maynard M. (9225458)	02/02/2006	14	COKC	Eligible	05/01/2019	Milwaukee	<a href="#">View</a>

Eligibility History

☐ View Made in Error
 

Close

## Kinship Care Eligibility - Initial Eligibility Tab

The 'Initial Eligibility' tab is the where the application process for determining Kinship Care eligibility begins. It also displays any pending, current, and historical eligibility determinations for the provider.

- If the provider does not have any current or previous Kinship Care placements or services, this tab will be blank.
- If there are any existing current or pending Kinship Eligibility Determination pages, rows will display in the 'Kinship Care Child(ren)' section with either a [View](#) or [Edit](#) hyperlink.
  - If the Kinship Eligibility Determination page has been fully approved, a '[View](#)' hyperlink is displayed.
  - If the Kinship Eligibility Determination page has not been fully approved and is in Pending status, an '[Edit](#)' hyperlink is displayed if the worker has edit security and an assignment to the provider. If not, then a '[View](#)' hyperlink will display.

The 'Kinship Care Child(ren)' section displays determinations with the status of Eligible, Eligible – Waitlisted, and Pending. Records in this section have no End Date, or the End Date is the current date or a future date. Each column is sortable.

- **Child Name:** The name of the child with an open Kinship Care placement or service with the provider or a current/pending Kinship Eligibility Determination.
- **DOB:** The child's date of birth. Pre-filled from the child's Person Management page. The DOB field will be blank if there is no date of birth recorded in Person Management.
- **Age:** The age of the child. Calculated by eWiSACWIS and pre-filled using the child's date of birth. If the child is less than one year old, a '0' will display. The age field will be blank if there is no date of birth recorded in Person Management.
- **Kinship Type:** The type of Kinship Care the provider is applying for or has previously applied for. Pre-filled from the 'Kinship Type' field on the Kinship Eligibility Determination page. Possible values are: COKC (Court-ordered Kinship Care), LTKC (Long Term Kinship Care), and VOLKC (Voluntary Kinship Care).
- **Eligibility Status:** The eligibility status of the Kinship Care child as determined on the Kinship Eligibility Determination page once it has been fully approved. Possible values are Eligible, Eligible - Waitlisted, and Pending.
- **Begin Date:** The begin date of the Kinship placement or service or the date the Kinship Eligibility Determination page was fully approved.
- **Kinship County:** Displays the county of the worker who creates and saves the Kinship Eligibility Determination page for the first time.

For new applications, click the 'Insert' button to search and select the child for which a new Kinship Eligibility Determination page needs created for the provider. The 'Insert' button is disabled for workers who do not have edit security and an assignment to the provider.

- If the selected child has an existing Kinship Eligibility Determination that is in Pending status, when the Continue button is selected, an alert message will display: "Please note that a Kinship Care Eligibility Determination is already in process for the selected person. A duplicate Determination cannot be created. Please open the pending Determination."
- If the selected child's most recent fully approved Kinship Eligibility Determination has the status of "Eligible" and the Continue button is selected, an alert message will display: "The child already has an approved Kinship Care Eligibility Determination. A duplicate Determination cannot be created. Please create the appropriate Placement or Service."

The second section on the page is the 'Eligibility History' section. This section displays Kinship Eligibility Determination records that have been marked as Made in Error, have a status of Not Eligible, or the End Date is in the past. By default, the section is collapsed or not expanded. Each column is sortable.

- **Child Name:** The name of the child with an open Kinship Care placement or service with the provider or a current/pending Kinship Eligibility Determination.
- **DOB:** The child's date of birth. Pre-filled from the child's Person Management page. The DOB field will be blank if there is no date of birth recorded in Person Management.
- **Age:** The age of the child. Calculated by eWiSACWIS and pre-filled using the child's date of birth. If the child is less than one year old, a '0' will display. The age field will be blank if there is no date of birth recorded in Person Management.
- **Kinship Type:** The type of Kinship Care the provider is applying for or has previously applied for. Pre-filled from the 'Kinship Type' field on the Kinship Eligibility Determination page. Possible values are: COKC (Court-ordered Kinship Care), LTKC (Long Term Kinship Care), and VOLKC (Voluntary Kinship Care).
- **Eligibility Status:** The eligibility status of the Kinship Care child as determined on the Kinship Eligibility Determination page once it has been fully approved. Possible values are Eligible, Eligible - Waitlisted, and Pending.
- **Begin Date:** The begin date of the Kinship placement or service or the date the Kinship Eligibility Determination page was fully approved.
- **End Date:** The end date of the Kinship Care placement or service or the date the Kinship Eligibility Determination page was Not Approved or Made in Error.
- **Kinship County:** Displays the county of the worker who creates and saves the Kinship Eligibility Determination page for the first time.

## Kinship Eligibility Determination page

The Kinship Eligibility Determination page has a Basic group box displaying the essential information about the Eligibility Determination and the following tabs: Provider, Background Checks, Eligibility Forms, Child, and Decision Summary. Note: on initial creation all of the tabs will be blank until a value is selected from the Kinship Type drop down.

The fields in the Basic Group box of the Kinship Eligibility Determination page are:

**Child:** Hyperlink to the child's person management page in view only mode.

**Kinship Type:** The type of Kinship Care the Provider is applying for - Court-Ordered, Long Term, Voluntary.

**Status:** The status of the application as determined by eWiSACWIS on save based on worker responses to Provider and Child questions; values = Pending, Eligible, Eligible – Waitlisted, Not Eligible and Made in Error.

**Date Application Provided to Family:** Cannot be a future date and cannot be after the Date Completed Application Received.

**Date Completed Application Received:** [with an [Imaging Search](#) hyperlink]: [Date](#) hyperlink that displays the "Date of Document" from the Imaging page for the image associated with the child for the imaging category and type:

**Decision Date:** Date of the final approval of the page. Remains blank when the Status is Pending or Made in Error.

**Next Eligibility Review Due Date:** The due date of the next Eligibility Review. Displays when the when the status is Eligible and the Approved for Provisional Payments checkbox is not checked OR when the page is launched via Reopen Provisional Approval (regardless of the status for provisional approval)-

**Note:** the **Next Eligibility Review Due Date** cannot be more than 365 days greater from the current date.

When the Kinship Type is selected, responses to the questions on the Provider and Background Checks tabs are copied from the most recent (i.e. within the past six months of the current date) fully approved Kinship Eligibility Determination (not "Made in Error") page with the same Kinship Type and provider. The copied information on these tabs remains editable until final approval.

Changing the initial selection in the Kinship Type field displays the following message with Yes/No buttons: “Changing the Kinship Type will clear the information displayed on the page and require new fields to be completed. Do you wish to continue?”. Clicking “Yes” changes the “Kinship Type” value, refreshes the page and resets all selections made on those tabs including the removal of data entered as well as any images added. The page then displays the appropriate elements for the new Kinship Type value. Selecting “No” reverses the Kinship Type selection and makes no changes on the page.

The Status field in the Basic group box is calculated on every successful save of the Kinship Eligibility Determination page. The Eligible status on the Kinship Eligibility Determination page is determined by the selection of the response to the following questions for the specific Kinship Type:

#### **Kinship Type = Court-Ordered**

<b>Provider tab</b>	<b>Background checks tab</b>	<b>Eligibility Forms tab</b>	<b>Child tab</b>
Question 1 = Yes Question 2 = Yes Question 3 = No OR Yes AND 3-a = Yes Question 4 = No Question 5 = Yes Question 6 = Yes (driven by responses to subsection questions. If all subsection responses are Yes OR if sub question “e” is No with at least one associated checkbox checked.)	Question 1 = Yes Question 3 = No OR Yes and 3-a = Yes Question 6 = No OR Yes AND 6-a = Yes	No impact	Question 1 = Yes Question 2 = Yes Question 4 = No Question 5 = Yes

#### **Kinship Type = Voluntary:**

<b>Provider tab</b>	<b>Background checks tab</b>	<b>Eligibility Forms tab</b>	<b>Child tab</b>
Question 1 = Yes Question 2 = Yes Question 3 = No OR Yes AND 3-a = Yes Question 4 = Yes OR Implied Consent Question 5 = No Question 6 = Yes (driven by responses to subsection questions. If all subsection responses are Yes OR if sub question “e” is No with at least one associated checkbox checked.)	Question 1 = Yes Question 3 = No OR Yes and 3-a = Yes Question 6 = No OR Yes AND 6-a = Yes	No impact	Question 1 = Yes (driven by subsections: if 1-a = No AND 1-b = Yes, then Yes) Question 2 = Yes Question 4 = No Question 5 = Yes Question 6 = Yes (driven by subsections: if all subsections = Yes, then Yes)

## Kinship Type = Long Term

Provider tab	Background checks tab	Eligibility Forms tab	Child tab
Question 1 = Yes Question 2 = Yes Question 3 = No OR = Yes AND 3-a = Yes Question 4 = No Question 5 = Yes (driven by responses to subsection questions. If all subsections responses are Yes OR if sub question "e" is No with at least one associated checkbox checked.)	Question 1 = Yes Question 3 = No OR Question 3 Yes and 3-a = Yes Question 6 = No OR Yes AND 6-a = Yes	No impact	Question 1 = Yes and Type of Guardianship: 48.977 OR Tribal – 48.977 equivalent Question 2 = Yes Question 4 = No Question 5 = Yes Question 6 = Yes (driven by subsections: if all subsections are Yes, then Yes)

**Note:** If the provider has a fully approved and active Foster Care license at the time of the above calculations, the determination Status will automatically be "Not Eligible" regardless of the values selected.

**Note:** For more details regarding the Kinship Eligibility Determination automated processes, please see the Kinship Care Automation user guide.

## Kinship Eligibility Determination - Provider tab

Kinship Eligibility Determination

[Resource](#)
[Print](#)
[Help](#)

Basic

Child: [Maynard M. Duck \(9225458\)](#)  
Kinship Type: Court-Ordered  
Status: Not Eligible

Date Application Provided to Family: 10/11/2022  
Date Completed Application Received:  
Decision Date:

[Details](#)  
[Details](#)  
[Details](#)  
[Imaging Search](#)

Provider

Background Checks

Eligibility Forms

Child

Decision Summary

Provider

Question 1  
☒ Yes ☐ No  
The relative caregiver is an eligible kinship care relative as defined per Ch. DCF 58.02(22), Admin. Code (Ch. DCF 58.04(4), Admin. Code).  
The relative is the first aunt of the child on the maternal side of the child's parents.

Question 2  
☒ Yes ☐ No  
The child is residing with the relative caregiver. (Ch. DCF 58.04(4)(a)2., Admin. Code).

Question 3  
☐ Yes ☒ No  
The child's parent(s) resides in the applicant's home. (Ch. DCF 58.10(2)(b), Admin. Code).

Question 4  
☐ Yes ☒ No  
The relative caregiver simultaneously receives any of the following payments for the care and maintenance of the child: (Ch. DCF 58.04(3), Admin. Code):  
☐ Kinship care payments and long-term kinship care payments.  
☐ Kinship care payments or long-term kinship care payments and foster care payments under s. 48.62 (4), Stats.; subsidized guardianship payments under s. 48.623(1) or (6), Stats.; or any comparable payments from another jurisdiction.

[Save](#) [Close](#)

The Kinship Eligibility Determination, Provider tab displays the Kinship Eligibility Determination questions which are relevant to the Provider and based on the Kinship Type selected by worker, i.e. Court-Ordered, Long Term, or Voluntary. The tab refreshes and displays a different set of questions each time the Kinship Type is changed by the worker in order to determine the correct eligibility status.

## Kinship Eligibility Determination - Background Checks tab

Kinship Eligibility Determination
Resource
Print
Help

Basic

Child: [Maynard M. Duck \(9225458\)](#)
Date Application Provided to Family: [Details](#) 10/11/2022
Kinship Type: [Court-Ordered](#)
Date Completed Application Received: [Details](#) [Imaging Search](#)
Status: Not Eligible
Decision Date: [Details](#)

Provider
Background Checks
Eligibility Forms
Child
Decision Summary

Background Checks

Abby, Alice N. (700040)
Parent 1

Question 1
☒ Yes ☐ No
Were all required Background Checks completed? See 58.05 for more information.
List all background check results, and indicate which convictions are barred:

Question 2
☒ Yes ☐ No
Has the individual resided outside of the state of Wisconsin in the previous 5 years? [Details](#)

Type		Begin Date	End Date	Results	Description	
BID	<a href="#">Imaging Search</a>			<a href="#">Imaging Search</a>		<a href="#">Delete</a>
DOJ	<a href="#">Imaging Search</a>			<a href="#">Imaging Search</a>		<a href="#">Delete</a>
FBI - KINS	<a href="#">Imaging Search</a>			<a href="#">Imaging Search</a>		<a href="#">Delete</a>
Sex Offender Address Check		<a href="#">03/08/2021</a>				

[Insert](#)

Question 3
☐ Yes ☒ No
Are there any barred offenses? [Details](#)

Question 4
☐ Yes ☒ No
Are there any other offenses that are not barred?
Explain

Question 5
☐ Yes ☒ No
Are there any final substantiated findings for child abuse and neglect, or similar findings in another jurisdiction?

Question 6
☐ Yes ☒ No
Do any convictions or arrests adversely affect the ability of the caregiver, any household member, or any employee to care for the child, or affect the safety of the child in the applicant's home?
Explain

Employee

Save
Close

The Kinship Eligibility Determination, Background Checks tab displays the Kinship Eligibility Determination questions and Imaging records which are relevant to the Provider's background checks for each provider home member that are 18 years or over.

On initial creation, if any Sex Offender Address Check images exist for Parent 1, a view only background checks row will automatically display regardless of the Date of Document of the image(s).

On initial creation, background checks questions and Background Check rows of BID and DOJ display for Parent 1, Parent 2, Adult Household Members, or employee. Note: employee must be searched and selected before any background checks questions or imaging rows display.

Background Checks rows of BID and DOJ will be prefilled with the most recent image that is less than one year from the Date of Document. If the response to Question 2 is Yes, then a row for FBI – KINS then displays with the most recent image (if one exists) that is less than one year from the Date of Document.

On approval, at least one BID, DOJ (or DOJ/IBIS or Adam Walsh (FBI)/DOJ/IBIS) is required for each Parent 1, Parent 2, Adult Household Member, or employee. If the response to Question 2 is Yes, then the FBI – KINS image is also required. A BID image is required if at least one of the Background Check types exists.

On approval, if the answer to Question 1 for 'Were all required Background Checks completed?' is Yes, then a Results value is required for all background checks rows except for the Sex Offender Address Check and FBI – KINS, if one exists. The Results value for FBI – KINS is only required if the answer to Question 2 is Yes.

**Note:** The Background Checks tab refreshes if the Kinship Type is changed.

### Kinship Eligibility Determination - Eligibility Forms tab

**Kinship Eligibility Determination** Resource Print Help

**Basic**

Child: [Maynard M. Duck \(9225458\)](#) Date Application Provided to Family: [Details](#) 10/11/2022

Kinship Type: [Court-Ordered](#) Date Completed Application Received: [Details](#) [Imaging Search](#)

Status: Not Eligible Decision Date: [Details](#)

[Provider](#) [Background Checks](#) **[Eligibility Forms](#)** [Child](#) [Decision Summary](#)

**Eligibility Forms**

Type	Date	Worker	Document	
<div>Completed KC Application (DCF-F-2483-E) Guardianship Order KC Elig Determination (DCF-F-5370-E) KC Other Rel Caregiver Licensing Decision-2479-E</div>				<a href="#">Delete</a>

[Insert](#)

[Save](#) [Close](#)

The Eligibility Forms tab allows workers to upload the document images needed for the Kinship Eligibility Determination application. The Type values that display are specific to the selected Kinship Type for the child.

**Note:** The Eligibility Forms tab refreshes if the Kinship Type is changed.

### Kinship Eligibility Determination - Child tab

The Kinship Determination Child tab displays all the child related questions based on the Kinship Type selected by worker, i.e. Court-Ordered, Long Term, or Voluntary. The worker is required to respond to all the questions in order to determine eligibility status.



Kinship Eligibility Determination
Resource
Print
Help

Basic

Child: [Maynard M. Duck \(9225458\)](#)  
Kinship Type: Court-Ordered  
Status: Not Eligible

Date Application Provided to Family: 10/11/2022  
Date Completed Application Received: Details  
Decision Date: Details

Details  
[Imaging Search](#)

Provider
Background Checks
Eligibility Forms
Child
Decision Summary

Child

Question 1

☒ Yes
☐ No

The agency determined the child is in need of protection or services per Ch. DCF 58.07, Admin. Code.

☒ Yes
☐ No

The child is placed with the relative caregiver by a court order under s. 48.13 or 938.13, Stats., or a substantially similar Wisconsin tribal law.

Type of Court Order

Question 2

☒ Yes
☐ No

The agency has verified that the child resides with the relative caregiver per Ch. DCF 58.04(4) Admin. Code.

Home Visit Date: 00/00/0000 Date of Interview: 00/00/0000

Question 3

The last grade that the child completed

Question 4

☐ Yes
☒ No

The child receives supplemental security income under 42 USC 1381 to 1383c or state supplemental payments under s. 49.77, Stats., due to the child's own disability.

Question 5

☒ Yes
☐ No

The Kinship Care agency determined that living with the relative caregiver is in the best interest of the of the child under Ch. DCF 58.06, Admin. Code.

Save
Close

**Note:** The Child tab refreshes if the Kinship Type is changed.

## Kinship Eligibility Determination - Decision Summary tab

Kinship Eligibility Determination
Resource
Print
Help

Basic

Child: [Maynard M. Duck \(9225458\)](#)  
Kinship Type: Court-Ordered  
Status: Not Eligible

Date Application Provided to Family: 10/11/2022  
Date Completed Application Received: Details  
Decision Date: Details

Details  
[Imaging Search](#)

Provider
Background Checks
Eligibility Forms
Child
Decision Summary

Decision Summary

☐ Approved for Provisional Payments Details  
Child/Relative Caregiver is not eligible for the reasons stated below:  
The provider already has a fully approved Foster Care License.

Options: Go

Action  
Approval  
Made in Error  
Text  
Kinship Care Eligibility Determination

Save
Close

The Decision Summary tab summarizes the results of the Kinship Eligibility Determination application based on the responses provided to the questions on the other tabs of the Kinship Eligibility Determination page. The determination status may be Eligible, Eligible – Waitlisted, or Not Eligible.

- The Options drop down displays values to launch the Approval History page as well as create, edit, or view the Kinship Care Eligibility Determination document. After initial save, user is also given an option for Made In Error which when selected, displays the message “This action will set this Kinship Eligibility Determination to Made in Error. Are you sure you want to continue?” If Yes, the Status is updated to Made in Error. If there are pending or approved redeterminations associated with the Kinship Eligibility Determination and Made in Error is selected, the following message displays, “This action will set this Kinship Eligibility Determination as well as all subsequent Redetermination(s) to Made in Error. This action is not reversible. Are you sure you want to continue?” If yes is selected, the Eligibility status of this Kinship Eligibility Determination page is updated to Made in Error, as well as all associated Redetermination pages for the child/provider are set to Made in Error.

**Note:** When a Court-Ordered Kinship Eligibility Determination page is made in error, an email is sent to notify workers assigned to the provider that no further licensing actions are necessary.

Only one provider can be approved as an eligible Kinship Care provider for the child at any given time. On final approval, if an eligible Kinship Care Determination record exists for the child, the following message displays with an OK button: “The child already has an approved Kinship Care application with another provider, so this application will be denied.” When OK is selected, user is returned to the Kinship Care Determination, Decision Summary tab where the narrative text box will be disabled and display “The child already has an approved Kinship Eligibility Determination with another provider”. The Status field displays as ‘Not Eligible’.

The Options value of Modify displays if the Initial Determination page has a fully approved Kinship Appeal Details page where all of the Appeal status dropdown values are either Overturned or Stipulated.

Upon save of the final approval of the Kinship Eligibility Determination page for the Initial Eligibility where the Status is Eligible and the Approved for Provisional Payments checkbox is not checked, eWiSACWIS automatically creates a pending redetermination that displays on the Redetermination tab. The Kinship Type is the same as the approved Initial Eligibility Determination and the Type of Determination is set to Eligibility Review.

If the Approved for Provisional Payments check box on the Decision Summary tab is selected, on initial approval of the Kinship Eligibility Determination page, the Options value for Reopen Provisional Approval displays. Selecting this value and clicking ‘Go’ enables the page and unchecks the Approved for Provisional Payments check box. The Reopen Provisional Approval value then is replaced with a value to Complete Provisional Approval. Selecting Complete Provisional Approval and clicking ‘Go’ disables the page and the value no longer displays. For details on Kinship Provisional Payments, please see the Kinship Care Eligibility Provisional Approval user guide.

On approval and Save of the Kinship Eligibility Determination page, all required elements on the application are validated. Error messages display for any required data that is missing.

**Note:** The Decision Summary tab refreshes if the Kinship Type is changed.

For more information related to the Kinship Care Eligibility pages, additional user guides and resources can be found on the eWiSACWIS Knowledge Web.